



STATEWIDE PROCUREMENT DIVISION

**Texas Multiple Award Schedule (TXMAS)
Offer Packet Application**

TXMAS Requirements

Applicant must meet the following requirements to be considered for a TXMAS award:

1. Submission of a competitively-awarded base contract ("Base Contract") from a governmental entity with a minimum of one year remaining. See [here](#) for Base Contracts Not Accepted.
2. The Base Contract must be suitable for general use by Texas Comptroller of Public Accounts ("CPA") customers and not specific to a geographical location or limited in use to a specific entity.
3. Submission of a Texas SmartBuy ("TSB") Catalog Template. The catalog may not contain goods or services not awarded on the Base Contract. The catalog must comply with TXMAS template requirements and contain verifiable pricing. During the review process, Applicant will be provided an opportunity to correct errors in the submitted catalog. Repeated erroneous catalog submissions will be grounds for rejection of the Offer Packet. CPA requires all orders under TXMAS contracts to be placed through the TSB online ordering system unless Applicant submits a request for offline sales and a detailed justification. Offline sales are sales not ordered through the TSB system. SPD has sole discretion to authorize offline sales.
4. Submission of Base Contract sales report for the most recent 12-month period.
5. TXMAS will not accept Free on Board ("FOB") Origin shipping terms for contracts for goods. Applicant agrees to FOB Destination terms and retains risk of damage or loss (and is therefore responsible for replacing damaged or lost goods) until the goods have reached their destination.
6. Texas Secretary of State registration or registration in Applicant's formation state.
7. Active Franchise Tax registration with CPA.
8. An Applicant's past performance will be considered during evaluation of the TXMAS offer packet. Applicant may be required to provide references for a contract in similar size and scope.

SPD may request additional information during the evaluation of a TXMAS offer packet. If SPD does not receive the requested information by the deadline provided, the offer packet may be rejected and Applicant will not be eligible to submit a new TXMAS offer packet for similar or the same goods or services for a period of 180 days from the date of rejection. Submission of an offer packet does not guarantee award of a TXMAS contract and SPD may reject any response at its discretion.



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Applicant Information

Applicant Information (All fields are required)

Applicant's Full Legal Name

Base Contract Good(s) and Service(s) Description

Base Contract Number

Current Base Contract Expiration

Base Contract Renewal Terms Remaining

Previous TXMAS Contract Number (if applicable)

Texas/Federal EIN

Mailing Address

Physical Address (if different)

Business Address (if different)

Authorized Applicant Representative (AR)

AR Title

AR Phone No. & Email

Alternative Contact (AC)

AC Phone No. & Email

Purchase Order Email

Accounts Payable Email(s) (For receipt of invoices)

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Required Documents (Label Accordingly in Offer Packet Submission)

The TXMAS offer packet consists of the documents listed below. All documents should be submitted in Microsoft Office® formats (Word® and Excel®) or in a form that may be read by Microsoft Office® software. Encrypted documents or links to documents on an external server are not allowed without prior written approval from CPA. All documents must be submitted by email to: txmasoffer@cpa.texas.gov.

Incomplete TXMAS offer packets are subject to immediate rejection.

YES N/A

- Signed TXMAS Offer Packet Application (this document)
- Base Contract Original Award Notice, signed (for non-GSA base contract)
- Base Contract Original Solicitation (for non-GSA base contract)
- Base Contract Response to Solicitation (for non-GSA base contract)
- Base Contract Terms and Conditions
- Base Contract Amendments/Modifications
- Base Contract Renewal/Extension Documents (if applicable)
- Base Contract Exceptions (if applicable)
- Current Base Contract Price List
- Completed Texas SmartBuy Catalog
- Base Contract Sales Report for Most Recent 12 Month Period – to include date of sale, customer name, goods/services and total sales per good/service.
- If performing work in Customer facility, Certificate of Insurance or Insurance Statement of Intent that meets requirements of the TXMAS Terms and Conditions.

Will Applicant be utilizing Dealers?

YES NO

If yes, Dealer Authorization and Acceptance forms will be sent after award and must be completed for each authorized dealer.

Exceptions

Applicant requests exceptions

YES NO

Applicant must identify any requested exceptions taken to TXMAS Terms and Conditions. Applicant must clearly identify each exception taken, noting the specific section number and title, detailed description of exception taken, and Applicant’s proposed alternative language using the following preferred Excel® format:

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Section Number	Section Title	Exception	Proposed Language

CPA may reject an incomplete exception without consideration. ***Exceptions are discouraged and rarely granted.***

FOB Destination

Vendor agrees to FOB Destination.

Yes – Freight included in pricing

Yes – Freight added as a separate line item

N/A – Services-only contract

Child Support Obligation Certification

Under Section 231.006, Family Code, the vendor or applicant certifies that the individual or business entity named in this contract, bid, or application is not ineligible to receive the specified grant, loan, or payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate.

Any Applicant subject to Sections 231.006(c) and 231.302(c)(2), Texas Family Code must include names and the LAST 4 DIGITS of the social security numbers of each person with at least 25% ownership of the business entity submitting the application. Applicants meeting the ownership criteria must complete the following:

_____	XXX-XX-
Name	Social Security Number
_____	XXX-XX-
Name	Social Security Number
_____	XXX-XX-
Name	Social Security Number
_____	XXX-XX-
Name	Social Security Number



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Execution of TXMAS Offer

By submitting this TXMAS Offer Packet, Applicant represents and warrants that the individual submitting the Offer Packet is authorized to sign such documents on behalf of and bind Applicant. Applicant certifies the information and documentation provided in its Offer Packet are current, accurate, and complete. Applicant has reviewed and agrees to the TXMAS Terms and Conditions with a revision date of February 2024 and takes no exceptions unless otherwise stated in the Offer Packet. Applicant has read and understands the TXMAS Requirements and acknowledges that if its Offer Packet is rejected, Applicant may not resubmit a TXMAS Offer Packet for at least 180 days from the date of rejection. This Offer Packet constitutes a binding offer. In exchange for being considered by CPA for a TXMAS contract award, Applicant gives CPA the right to accept this offer until withdrawn by Applicant. Failure to sign and date the TXMAS Offer Packet where indicated below will result in rejection.

Signature – Authorized Representative:

Printed Name:

Date: